



# **Tweedmouth Prior Park First School**

## **GDPR Privacy Notice Summary Report**

**Date: 11/01/2026**

Data Protection Officer: Vicki Evans

## Introduction

Under the General Data Protection Regulations (GDPR), individuals have a right to be informed about how the school uses any personal data that we hold about them. This report provides information on the kinds of personal data we hold as a school and why and how we might use it.

Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names, addresses and age, information that we need in order to comply with our statutory role in educating pupils.

Most of this data is essential and does not require your consent to use it. Some personal data is not essential and for that, depending on age, we require the consent of either the pupil or parent. An example of the kind of data that needs consent would be using pupil photographs on the school website.

In this GDPR Privacy Notice summary report, you will find a complete list of all the systems the school uses which hold personal data. The report also contains additional information such as what personal data items are held, the legal basis for doing this, along with a description of the system, why the school processes the data and who it is shared with.

If you have any queries about this document or any other issue relating to personal data, please contact the school Data Protection Officer, whose name is on the front of the pack.

## Systems included in this report

| System Name                             | Description  | Special Category |
|---|--|------------------|
| 2Build a profile                        | EYFS email communication & observation system  | yes              |
| Accident book                           | Log of accidents / minor injuries in school  |                  |
| Accident Report Form                    | ACC1 form for reporting accidents to NCC   |                  |
| Attendance file                         | Attendance information about pupils and classes  | yes              |
| Charanga                                | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning   |                  |
| Child Protection Records - Paper        | Records relating to child protection issues for individual pupils  | yes              |
| Class Dojo                              | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.  |                  |
| CLPE                                    | Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers. |                  |
| Consent for educational visits          | Consent information for all educational visits including day trips and residential visits  | yes              |
| Data tracking spreadsheets              | Spreadhseets (excel) to track progress of children over the course of their school career.   | yes              |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)  | yes              |
| EVOLVE visits                           | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.   |                  |
| Explorify                               | Explorify is changing the way primary science is being   |                  |

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|  | taught in schools Our free resource of engaging, creative science activities has been designed to spark curiosity, discussion and debate. From video to hands-on activities, it's easy to get Explorify!   |     |
| GL-Assessment                              | GL assessments provide a range of tests for schools including reading, progress and cognitive tests  |     |
| Google drive for education                 | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.  |     |
| Governance                                 | Details of all members of the Governing Body   |     |
| HAF- HolidayActivities                     | The dedicated platform built to run and report on your local authority HAF programme.  | yes |
| Health & Safety                            | Records pertaining to Health & Safety  |     |
| Huggg                                      | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.  |     |
| ICT North                                  | IT services for schools  |     |
| iTrack                                     | Pupil tracking and reporting software for EYFS - KS3   |     |
| Kapow                                      | Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials.   |     |
| Lightspeed Internet Filtering              | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.  |     |
| Live Kitchen                               | Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis |     |
| Local Authority moderation of work         | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.   |     |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care  | yes |
| Looked After Children Records              | Information relating to children who are Looked After  | yes |

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|---|---|-----|
| - Paper   |   |     |
| Mathletics _ online numeracy activities                               | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.   |     |
| Medical Files - Electronic  | Information in respect of specific medical needs of an individual student   | yes |
| Medical Files - Paper   | Information in respect of specific medical needs of an individual student   | yes |
| Medical log   | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments   | yes |
| Microsoft Teams   | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background |     |
| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.  |     |

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| Nereo (Matrix)                              | <p>North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland.</p> <p>NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.</p> |     |
| Newcastle United Foundation                 | <p>Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.</p>  |     |
| NFER  | <p>Assessment materials, reading test and pupil progress data</p>  |     |
| Northumberland School Readiness Passport    | <p>The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.</p>   |     |
| Nuffield Early Language Intervention (NELI) | <p>The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research.</p>  | yes |
| Nursery (Early Years) files                 | <p>Early years registration information and funding informaiton for Early Years entitlement, hours taken each week</p>   | yes |
| Oak Acadamy                                 | <p>Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.</p>   |     |
| Oracle E-Business Suite                     | <p>Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.</p>  |     |

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| Oxford Owls                                      | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds  |     |
| Parent mail                                      | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events   |     |
| ParentPay  | ParentPay is an online payment service for schools and families.   | yes |
| Personnel files                                  | Information relating to staff employment   |     |
| Phonics play                                     | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn  |     |
| Photographs and videos of staff and pupils.      | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.  |     |
| PIRA - Rising stars (Wordblaze)                  | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.   | yes |
| Place Leisure- School Swimming Management System | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. | yes |
| Primary Site                                     | School website provider  |     |
| Read Write Inc Website (www.ruthmiskin.com)      | A website linked to the scheme Read Write Inc which includes a staff portal.   |     |

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| Reading Planet                    | Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasure. Strengthen home-school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool. Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook. Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook |     |
| Recruitment information           | Part of the job application process   | yes |
| Registers                         | Daily register, after school club registers, lunch register   |     |
| Rising Stars (word blaze)         | Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges. Build fluency through motivating repeated-reading games. Enrich vocabulary and improve spelling using phonic-structured Workbanks. Save planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources   |     |
| Safeguarding Records - Electronic | Records relating to safeguarding of children  | yes |
| Safeguarding Records - Paper      | Records relating to safeguarding of children  | yes |
| School Gateway                    | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.   |     |
| School Grid                       | School meal provider  |     |
| School meals identification       | Identification of pupils for meals  | yes |
| School360                         | Learning platform for Northumberland schools with links to 3rd party educational resource providers.  | yes |
| Schoolcomms                       | Communication app for parents   |     |

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|---|--|-----|
| SchoolGrid                                | SchoolGrid provides kitchen management software to schools and caterers across the public sector.  |     |
| SEND electronic records                   | Records relating to Special Educational Needs and Disability for individual pupils   | yes |
| Send Paper Records                        | Records relating to individual pupil's SEND history  | yes |
| Senso Cloud                               | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal  |     |
| Sign-In App                               | Electronic sign-in software for the school / fire regulations / emergency evacuation   |     |
| SIMS                                      | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.   | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement.  |     |
| STEM                                      | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access.   |     |
| Thrive                                    | Social and Emotional Screening Programme   | yes |
| Times Tables Rock Stars                   | Online times tables practice and testing.  |     |
| Twinkl                                    | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. |     |
| Visitor book                              | Log of all visitors into school / fire regulations   |     |
| White Rose Maths and Science              | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-   | yes |

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|-------------------------|--|-----|
|                         | depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.                     |     |
| Wonde                   | Manages transfer of data from Sims MIS to School360.   | yes |
| Y4 Multiplication Check | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |     |
| Zoom                    | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.                                     |     |

| System used: 2Build a profile     |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | EYFS email communication & observation system   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Class</li> <li>• Assessment Observations</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | To provide parental access to child's development   |
| <b>Who is data shared with?</b>   | Not shared  |

| System used: Accident book        |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Log of accidents / minor injuries in school  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• class</li> <li>• Injury</li> <li>• first aid</li> <li>• </li> </ul> |
| <b>Why is it being processed?</b> | To record injuries in school   |
| <b>Who is data shared with?</b>   | Parents  |

| System used: Accident Report Form |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | ACC1 form for reporting accidents to NCC  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of accident</li> <li>• nature of injury</li> <li>• Place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul>  |
|                                   | <b>Staff member</b>  |
|                                   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of injury</li> <li>• nature of injury</li> <li>• place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations to comply with Health and Safety regulations.  |
| <b>Who is data shared with?</b>   | NCC / parents  |

|                                   |  |
|-----------------------------------|--|
| System used: Attendance file      |  |
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Attendance information about pupils and classes  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Gender</li> <li>• UPN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Parental contact</li> <li>• Ethnic origin</li> <li>• Current attendance</li> <li>• Past attendance</li> </ul> |
| <b>Why is it being processed?</b> | To regularly check pupil's attendance towards a desired goal   |

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|---------------------------------|--|
| <b>Who is data shared with?</b> | EWO and other agencies as required / parents |
|---------------------------------|--|

|                                   |  |
|-----------------------------------|--|
| <b>System used: Charanga</b>      |  |
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• email address</li> <li>• Mobile phone umber</li> <li>• Pupils groups</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Assessment information</li> </ul>                            |
| <b>Why is it being processed?</b> | To provide online access to teaching and learning materials.   |
| <b>Who is data shared with?</b>   | Shared with partner company Soundation AB  |

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|--|---|
| <b>System used: Child Protection Records - Paper</b> |   |
| <b>Owner</b>   | Tweedmouth Prior Park First School  |
| <b>Description</b>                                   | Records relating to child protection issues for individual pupils   |
| <b>Personal Data Items</b>                           | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• </li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement   |
| <b>Who is data shared with?</b>   | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school  |

|                            |  |
|----------------------------|--|
| System used: Class Dojo    |  |
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.  |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• email</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• School address</li> <li>• Geo Location</li> <li>• Photos, Videos, Docs and audio</li> <li>• IP address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Password</li> <li>• Age</li> <li>• School</li> <li>• IP Address</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Phone number</li> <li>• Email address</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• Geo location</li> <li>• IP Address</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to the online curriculum and classroom management? tools   |
| <b>Who is data shared with?</b>   | Shared within school   |

| System used: CLPE                 |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers. |
| <b>Personal Data Items</b>        | <b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://clpe.org.uk/content/privacy-cookies">https://clpe.org.uk/content/privacy-cookies</a>  |
| <b>Who is data shared with?</b>   | <a href="https://clpe.org.uk/content/privacy-cookies">https://clpe.org.uk/content/privacy-cookies</a>  |

| System used: Consent for educational visits |   |
|---|---|
| <b>Owner</b>                                | Tweedmouth Prior Park First School  |
| <b>Description</b>                          | Consent information for all educational visits including day trips and residential visits   |
| <b>Personal Data Items</b>                  | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Health conditions</li> <li>• Medication</li> <li>• Dietary requirements</li> <li>• Contact information</li> <li>• Family doctor</li> </ul> |
| <b>Why is it being processed?</b>           | To ensure school has up to date information when taking children off site   |
| <b>Who is data shared with?</b>             | NCC or medical practitioners / providers  |

| System used: Data tracking spreadsheets |   |
|---|---|
| <b>Owner</b>                            | Tweedmouth Prior Park First School  |
| <b>Description</b>                      | Spreadhseets (excel) to track progress of children over the course of their school career.  |
| <b>Personal Data Items</b>              | <p><b>pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• date of birth</li> <li>• gender</li> <li>• class</li> <li>• year</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment info</li> </ul> |
| <b>Why is it being processed?</b>       | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements   |
| <b>Who is data shared with?</b>         | Different elemtns of data are shared with different parties including: other staff, Governors and parents   |

| System used: Dietary requirements information sheets |  |
|--|--|
| <b>Owner</b>   | Tweedmouth Prior Park First School   |
| <b>Description</b>                                   | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)            |
| <b>Personal Data Items</b>                           | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Dietary information</li> </ul> |
| <b>Why is it being processed?</b>                    | Health and safety - to avoid children coming into contact with specific foods  |
| <b>Who is data shared with?</b>                      | n/a  |

| System used: EVOLVE visits |  |
|----------------------------|--|
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail address</li> <li>• IP address</li> </ul>       |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Location data</li> <li>• Qualifications</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• UPN</li> </ul>                      |
| <b>Why is it being processed?</b> | To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.                                 |
| <b>Who is data shared with?</b>   | 'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.' |

| System used: Explorify            |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Explorify is changing the way primary science is being taught in schools. Our free resource of engaging, creative science activities has been designed to spark curiosity, discussion and debate. From video to hands-on activities, it's easy to get Explorify! |
| <b>Personal Data Items</b>        | <p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• </li> <li>• Age</li> </ul>   |
| <b>Why is it being processed?</b> | <a href="https://wellcome.org/sites/default/files/wellcome-privacy-statement-16102020.pdf">https://wellcome.org/sites/default/files/wellcome-privacy-statement-16102020.pdf</a>  |
| <b>Who is data shared with?</b>   | <a href="https://wellcome.org/sites/default/files/wellcome-privacy-statement-16102020.pdf">https://wellcome.org/sites/default/files/wellcome-privacy-statement-16102020.pdf</a>  |

| System used: GL-Assessment |   |
|----------------------------|---|
| <b>Owner</b>               | Tweedmouth Prior Park First School  |
| <b>Description</b>         | GL assessments provide a range of tests for schools including reading, progress and cognitive tests             |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Class</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To provide? access to a range of testing and diagnostic tools for teaching staff.  |
| <b>Who is data shared with?</b>   | Shared with school   |

|   |  |
|---|--|
| System used: Google drive for education |  |
| <b>Owner</b>                            | Tweedmouth Prior Park First School   |
| <b>Description</b>                      | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.  |
| <b>Personal Data Items</b>              | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gmail address</li> </ul> |
| <b>Why is it being processed?</b>       | To provide Google drive for education to staff, pupils and governors.  |
| <b>Who is data shared with?</b>         | Staff and Pupils   |

|                            |   |
|----------------------------|---|
| System used: Governance    |   |
| <b>Owner</b>               | Tweedmouth Prior Park First School  |
| <b>Description</b>         | Details of all members of the Governing Body  |
| <b>Personal Data Items</b> | <p><b>Name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Photos</li> <li>• Attendance at Meetings</li> <li>• Pecuniary Interests</li> </ul> |
| <b>Why is it being processed?</b> | Statutory Requirement   |
| <b>Who is data shared with?</b>   | Local Authority and the general public  |

|                                     |   |
|-------------------------------------|---|
| System used: HAF- HolidayActivities |   |
| <b>Owner</b>                        | Tweedmouth Prior Park First School  |
| <b>Description</b>                  | The dedicated platform built to run and report on your local authority HAF programme.                             |
| <b>Why is it being processed?</b>   | To run and report HAF programme for schools.  |
| <b>Who is data shared with?</b>     | <a href="https://www.holidayactivities.com/privacy-notice/">https://www.holidayactivities.com/privacy-notice/</a> |

|                                   |   |
|-----------------------------------|---|
| System used: Health & Safety      |   |
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Records pertaining to Health & Safety   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> |
| <b>Why is it being processed?</b> | To ensure Health and Safety Regulations are followed  |
| <b>Who is data shared with?</b>   | NCC, school staff and parents   |

|                    |                                    |
|--------------------|------------------------------------|
| System used: Huggg |                                    |
| <b>Owner</b>       | Tweedmouth Prior Park First School |

|                                   |   |
|-----------------------------------|---|
| <b>Description</b>                | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.                                       |
| <b>Personal Data Items</b>        | <p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul> |
| <b>Why is it being processed?</b> | <a href="https://www.huggg.me/privacy">https://www.huggg.me/privacy</a>   |
| <b>Who is data shared with?</b>   | <a href="https://www.huggg.me/privacy">https://www.huggg.me/privacy</a>   |

|                                   |   |
|-----------------------------------|---|
| <b>System used: ICT North</b>     |   |
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | IT services for schools   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Username</li> <li>• Email address</li> <li>• Temporary passwords</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Username</li> <li>• Email address</li> <li>• Temporary passwords</li> </ul> |
| <b>Why is it being processed?</b> | ICT support to end users at site / access to school IT equipment.   |
| <b>Who is data shared with?</b>   | Staff, pupils, ICT North administrators   |

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|----------------------------|--|
| <b>System used: iTrack</b> |  |
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | Pupil tracking and reporting software for EYFS - KS3   |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Age</li> <li>• Year</li> <li>• Class</li> <li>• Gender</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to a range of online tracking and reporting tools.   |
| <b>Who is data shared with?</b>   | N/A  |

| System used: Kapow                |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials.  |
| <b>Personal Data Items</b>        | <p><b>Staff Member/User</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Title</li> <li>• Username / similar identifier</li> </ul>  |
| <b>Why is it being processed?</b> | From Kapow's privacy notice: We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances: Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation.  |
| <b>Who is data shared with?</b>   | From Kapow's privacy notice: 'We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above. Specific third parties including financial auditors, legal advisors, marketing agencies engaged to promote our business and products Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.' |

| System used: Lightspeed Internet Filtering |   |
|--|---|
| <b>Owner</b>                               | Tweedmouth Prior Park First School  |
| <b>Description</b>                         | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.                     |
| <b>Personal Data Items</b>                 | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | Statutory requirement to filter Internet services for school users   |
| <b>Who is data shared with?</b>   | School leadership, LSCB and police if serious incident occurs  |

|                                   |   |
|-----------------------------------|---|
| System used: Live Kitchen         |   |
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | <p>Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis</p> |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• Payment details if using direct debit</li> </ul>   |
| <b>Why is it being processed?</b> | To provide additional functionality and a better service to pupils and parents at lunchtime.  |
| <b>Who is data shared with?</b>   | School staff and NCC  |

|   |  |
|---|--|
| System used: Local Authority moderation of work |  |
| <b>Owner</b>                                    | Tweedmouth Prior Park First School   |
| <b>Description</b>                              | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |
| <b>Personal Data Items</b>                      | <b>School</b>  |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Initials</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Initials</li> <li>• Gender</li> <li>• Unique pupil number (UPN)</li> </ul> |
| <b>Why is it being processed?</b> | As part of the statutory? requires for assessment and moderation in schools   |
| <b>Who is data shared with?</b>   | Other NCC staff   |

|   |   |
|---|---|
| System used: Looked After Children Records - Electronic |   |
| <b>Owner</b>  | Tweedmouth Prior Park First School  |
| <b>Description</b>                                      | Information relating to children who are in Looked After Care   |
| <b>Personal Data Items</b>                              | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>• </li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b>                       | To support the education of children who are Looked After   |

|                                 |   |
|---------------------------------|---|
| <b>Who is data shared with?</b> | Social Workers, Local Authority, Carers, Receiving school |
|---------------------------------|---|

|   |  |
|---|--|
| <b>System used: Looked After Children Records - Paper</b> |  |
| <b>Owner</b>  | Tweedmouth Prior Park First School   |
| <b>Description</b>  | Information relating to children who are Looked After  |
| <b>Personal Data Items</b>                                | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> <li>• </li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>• </li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b>                         | To support the education of children who are Looked After  |
| <b>Who is data shared with?</b>                           | Social Workers, Local Authority, Carers, Receiving School  |

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|---|--|
| <b>System used: Mathletics _ online numeracy activities</b> |  |
| <b>Owner</b>  | Tweedmouth Prior Park First School   |
| <b>Description</b>  | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led |

|                                   |   |
|-----------------------------------|---|
|                                   | instruction.  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Year group</li> <li>• Test results</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | To Provide secure individual access to the online learning materials  |
| <b>Who is data shared with?</b>   | School staff  |

|   |  |
|---|--|
| System used: Medical Files - Electronic |  |
| <b>Owner</b>                            | Tweedmouth Prior Park First School   |
| <b>Description</b>                      | Information in respect of specific medical needs of an individual student  |
| <b>Personal Data Items</b>              | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b>       | To ensure access to education  |

|                                 |  |
|---------------------------------|--|
| <b>Who is data shared with?</b> | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |
|---------------------------------|--|

|   |  |
|---|--|
| <b>System used: Medical Files - Paper</b> |  |
| <b>Owner</b>                              | Tweedmouth Prior Park First School   |
| <b>Description</b>                        | Information in respect of specific medical needs of an individual student  |
| <b>Personal Data Items</b>                | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• address</li> <li>• Contact details</li> </ul> |
| <b>Why is it being processed?</b>         | To ensure access to education  |
| <b>Who is data shared with?</b>           | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate   |

|                                 |  |
|---------------------------------|--|
| <b>System used: Medical log</b> |  |
| <b>Owner</b>                    | Tweedmouth Prior Park First School   |
| <b>Description</b>              | File of medical information for each child: asthma, medication administered, health care plans, risk assessments |
| <b>Personal Data Items</b>      | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>                                     |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Inhaler / medication information (doseage)</li> <li>• DOB</li> <li>• Class</li> <li>• Medical condition</li> <li>• Signs and symptoms</li> <li>• Treatment</li> <li>• Parental consent</li> <li>• Name of medication and dose</li> <li>• Side effects</li> <li>• Storage requirements</li> <li>• Special equipment</li> <li>• Testing needed</li> <li>• Access to food drink</li> <li>• Dietary requirement</li> <li>• Staff support</li> <li>• Contingency arrangements</li> <li>• Family / emergency contacts</li> <li>• Hazard</li> <li>• Risk</li> <li>• Control measures / risk evaluation</li> </ul> |
| <b>Why is it being processed?</b> | Health and safety of child  |
| <b>Who is data shared with?</b>   | Staff, NCC and NHS professionals  |

|                              |   |
|------------------------------|---|
| System used: Microsoft Teams |   |
| <b>Owner</b>                 | Tweedmouth Prior Park First School  |
| <b>Description</b>           | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background |
| <b>Personal Data Items</b>   | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>   |

|                                   |   |
|-----------------------------------|---|
| <b>Why is it being processed?</b> | <a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a> |
| <b>Who is data shared with?</b>   | <a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a> |

|   |  |
|---|--|
| <b>System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)</b> |  |
| <b>Owner</b>  | Tweedmouth Prior Park First School   |
| <b>Description</b>  | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| <b>Personal Data Items</b>  | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• School</li> </ul>  |
| <b>Why is it being processed?</b>   | To provide access to the wide range of resources available online.   |
| <b>Who is data shared with?</b>   | Tribal and school staff.   |

|                                    |  |
|------------------------------------|--|
| <b>System used: Nereo (Matrix)</b> |  |
| <b>Owner</b>                       | Tweedmouth Prior Park First School   |
| <b>Description</b>                 | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |
| <b>Personal Data Items</b>         | <p><b>All Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> </ul>  |
| <b>Why is it being processed?</b>  | <a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>  |
| <b>Who is data shared with?</b>    | <a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>  |

|   |                                    |
|---|------------------------------------|
| <b>System used: Newcastle United Foundation</b> |                                    |
| <b>Owner</b>                                    | Tweedmouth Prior Park First School |

|                                   |  |
|-----------------------------------|--|
| <b>Description</b>                | Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life. |
| <b>Personal Data Items</b>        | <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Forename</li> <li>• Surname</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Disability</li> <li>• School</li> <li>• Year Group</li> <li>• Class name</li> </ul>   |
| <b>Why is it being processed?</b> | to provide data to premier league on progress of children using NUFC Foundation  |
| <b>Who is data shared with?</b>   | School/Newcastle Foundation  |

|                                   |   |
|-----------------------------------|---|
| System used: NFER                 |   |
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Assessment materials, reading test and pupil progress data  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Contact details</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• School</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To assess pupil attainment and help staff track progress and set targets.   |
| <b>Who is data shared with?</b>   | Not shared  |

|   |   |
|---|---|
| System used: Northumberland School Readiness Passport |   |
| <b>Owner</b>  | Tweedmouth Prior Park First School  |
| <b>Description</b>                                    | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| <b>Personal Data Items</b>                            | <b>Child</b>  |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Date of Birth</li> <li>• Unique Identifier</li> <li>• PP Information</li> <li>• Entitlement of hours</li> <li>• Special Needs Information</li> <li>• Development Progress</li> <li>• </li> </ul>   |
| <b>Why is it being processed?</b> | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.   |
| <b>Who is data shared with?</b>   | <a href="https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf">https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf</a> |

| System used: Nuffield Early Language Intervention (NELI) |  |
|--|--|
| <b>Owner</b>   | Tweedmouth Prior Park First School   |
| <b>Description</b>                                       | The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research. |
| <b>Why is it being processed?</b>                        | To support schools with Language Intervention  |
| <b>Who is data shared with?</b>                          | n/a  |

| System used: Nursery (Early Years) files |   |
|--|---|
| <b>Owner</b>                             | Tweedmouth Prior Park First School  |
| <b>Description</b>                       | Early years registration information and funding information for Early Years entitlement, hours taken each week   |
| <b>Personal Data Items</b>               | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Documents seen / recorded</li> <li>• Parents Nat. Insurance Number</li> <li>• Eligibility code</li> <li>• Religion</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Parent work details</li> <li>• Emergency contact details</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>Former placements</li> <li>Medical information</li> <li>Ethnic origin</li> <li>SEN information</li> <li>EAL</li> <li>Armed forces</li> <li>Meal arrangements</li> <li>Parental consent: medicine, photos, website, school publications, press, local excursions</li> <li>Start dates</li> <li>Desired sessions</li> </ul> |
| <b>Why is it being processed?</b> | To ensure registration of children into school and that children receive their entitlements  |
| <b>Who is data shared with?</b>   | School staff, NCC, outside agencies as required  |

| System used: Oak Academy          |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Age</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>   |
| <b>Who is data shared with?</b>   | <a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>   |

| System used: Oracle E-Business Suite |  |
|--------------------------------------|--|
| <b>Owner</b>                         | Tweedmouth Prior Park First School   |
| <b>Description</b>                   | Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording. |
| <b>Why is it being processed?</b>    | To record sickness   |
| <b>Who is data shared with?</b>      | relevant school staff, HR and staff member   |

| System used: Oxford Owls |  |
|--------------------------|--|
|                          |  |

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>   |
| <b>Who is data shared with?</b>   | <a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>   |

|                                 |  |
|---------------------------------|--|
| <b>System used: Parent mail</b> |  |
| <b>Owner</b>                    | Tweedmouth Prior Park First School   |
| <b>Description</b>              | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events   |
| <b>Personal Data Items</b>      | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Title</li> <li>• e-mail</li> <li>• Gender</li> <li>• Telephone number</li> <li>• DOB</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• Title</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Class</li> <li>• Gender</li> <li>• DOB</li> <li>• Address</li> <li>• DOB</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• email address</li> <li>• Title</li> <li>• Gender</li> <li>• Address</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to a range of communication and payment tools   |
| <b>Who is data shared with?</b>   | School staff  |

| System used: ParentPay     |   |
|----------------------------|---|
| <b>Owner</b>               | Tweedmouth Prior Park First School  |
| <b>Description</b>         | ParentPay is an online payment service for schools and families.  |
| <b>Personal Data Items</b> | <p><b>staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Groups</li> <li>• Dietary requirements</li> <li>• Postal address</li> <li>• UPN</li> <li>• Roll number</li> <li>• Meal selections and history</li> <li>• Emergency contact information</li> <li>• Medical details</li> <li>• EHIC</li> <li>• Doctors contact</li> <li>• Passport</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Address</li> <li>• Phone number</li> <li>• Email</li> <li>• Payment history &amp; balance</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Payment card details</li> </ul>                                 |
| <b>Why is it being processed?</b> | To provide parents with an online payment system for meals, school trips and other activities/resources. |
| <b>Who is data shared with?</b>   | School staff   |

| System used: Personnel files      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Information relating to staff employment  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• National Insurance Number</li> <li>• Qualifications</li> <li>• DOB</li> <li>• Contract</li> <li>• Payroll no.</li> <li>• Employment history</li> <li>• References</li> <li>• Leave of absence</li> <li>• DBS checked</li> </ul> |
| <b>Why is it being processed?</b> | Necessary for employment  |
| <b>Who is data shared with?</b>   | NCC and/or HR provider and/or Payroll provider  |

| System used: Phonics play         |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn   |
| <b>Personal Data Items</b>        | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to online learning resources for pupils and staff.  |
| <b>Who is data shared with?</b>   | Staff   |

System used: Photographs and videos of staff and pupils.

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Video</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photograph (unnamed)</li> <li>• Video (unnamed)</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> </ul> |
| <b>Why is it being processed?</b> | To celebrate the life and work of the school.   |
| <b>Who is data shared with?</b>   | The public  |

System used: PIRA - Rising stars (Wordblaze)

|                            |   |
|----------------------------|---|
| <b>Owner</b>               | Tweedmouth Prior Park First School  |
| <b>Description</b>         | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.  |
| <b>Personal Data Items</b> | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• email address</li> <li>• Telephone number</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Date of birth</li> <li>• Gender</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Ethnic origin</li> <li>• First Language</li> <li>• Unique pupil number</li> <li>• Pupil premium information</li> <li>• Assessment results</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to a range of Rising stars resources including PIRA for standardised reading tests.   |
| <b>Who is data shared with?</b>   | Staff   |

| System used: Place Leisure- School Swimming Management System |  |
|---|--|
| <b>Owner</b>  | Tweedmouth Prior Park First School   |
| <b>Description</b>  | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
| <b>Personal Data Items</b>                                    | <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• UPN</li> <li>• Year Group</li> <li>• DOB</li> <li>• Gender</li> <li>• SEN information</li> <li>• Medical Needs</li> <li>• EAL</li> <li>• Pupil Premium</li> </ul>   |
| <b>Why is it being processed?</b>                             | To capture the progress of children in swimming  |
| <b>Who is data shared with?</b>                               | N/A  |

| System used: Primary Site  |  |
|----------------------------|--|
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | School website provider  |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Photographs</li> <li>• video</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name (unnamed)</li> <li>• photographs</li> <li>• Video</li> </ul> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photographs</li> <li>• video</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photographs</li> <li>• video</li> </ul> |
| <b>Why is it being processed?</b> | To promote and celebrate the school  |
| <b>Who is data shared with?</b>   | Public   |

|  |  |
|--|--|
| System used: Read Write Inc Website ( <a href="http://www.ruthmiskin.com">www.ruthmiskin.com</a> ) |  |
| <b>Owner</b>   | Tweedmouth Prior Park First School   |
| <b>Description</b>   | A website linked to the scheme Read Write Inc which includes a staff portal.   |
| <b>Personal Data Items</b>   | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> <li>• Telephone Number</li> <li>• Role</li> </ul> |
| <b>Why is it being processed?</b>  | <a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>  |
| <b>Who is data shared with?</b>  | <a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>  |

|                             |  |
|-----------------------------|--|
| System used: Reading Planet |  |
| <b>Owner</b>                | Tweedmouth Prior Park First School   |
| <b>Description</b>          | Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasure. Strengthen home-school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop |

|                                   |  |
|-----------------------------------|--|
|                                   | computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook |
| <b>Personal Data Items</b>        | <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>   |
| <b>Why is it being processed?</b> | <a href="https://www.hoddereducation.co.uk/privacynotice">https://www.hoddereducation.co.uk/privacynotice</a>  |
| <b>Who is data shared with?</b>   | <a href="https://www.hoddereducation.co.uk/privacynotice">https://www.hoddereducation.co.uk/privacynotice</a>  |

| System used: Recruitment information |  |
|--------------------------------------|--|
| <b>Owner</b>                         | Tweedmouth Prior Park First School   |
| <b>Description</b>                   | Part of the job application process  |
| <b>Personal Data Items</b>           | <b>Name</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Address</li> <li>• Educational establishments attended</li> <li>• Qualifications</li> <li>• Disciplinary Records</li> <li>• Appraisal Records</li> <li>• Salary information</li> </ul> |
| <b>Why is it being processed?</b>    | As part of the recruitment process   |
| <b>Who is data shared with?</b>      | Governors/ shortlisting panel/ SIP/ HR   |

| System used: Registers     |   |
|----------------------------|---|
| <b>Owner</b>               | Tweedmouth Prior Park First School                                    |
| <b>Description</b>         | Daily register, after school club registers, lunch register           |
| <b>Personal Data Items</b> | <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Address</li> <li>• Date of Birth</li> <li>• Lunch Status</li> <li>• Attendance</li> </ul> |
| <b>Why is it being processed?</b> | To monitor children's attendance - legal obligation.   |
| <b>Who is data shared with?</b>   | School staff, after school club providers  |

| System used: Rising Stars (word blaze) |   |
|--|---|
| <b>Owner</b>                           | Tweedmouth Prior Park First School  |
| <b>Description</b>                     | Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources |
| <b>Personal Data Items</b>             | <p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>age</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>   |
| <b>Why is it being processed?</b>      | <a href="https://www.hoddereducation.co.uk/privacynotice">https://www.hoddereducation.co.uk/privacynotice</a>   |
| <b>Who is data shared with?</b>        | <a href="https://www.hoddereducation.co.uk/privacynotice">https://www.hoddereducation.co.uk/privacynotice</a>   |

| System used: Safeguarding Records - Electronic |   |
|--|---|
| <b>Owner</b>                                   | Tweedmouth Prior Park First School  |
| <b>Description</b>                             | Records relating to safeguarding of children  |
| <b>Personal Data Items</b>                     | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul>   |
|                                   | <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul>  |
|                                   | <b>Social Care Worker</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul>   |
|                                   | <b>External Support Workers</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement   |
| <b>Who is data shared with?</b>   | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police   |

|   |   |
|---|---|
| System used: Safeguarding Records - Paper |   |
| <b>Owner</b>                              | Tweedmouth Prior Park First School  |
| <b>Description</b>                        | Records relating to safeguarding of children  |
| <b>Personal Data Items</b>                | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement  |
| <b>Who is data shared with?</b>   | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police  |

|                                   |   |
|-----------------------------------|---|
| System used: School Gateway       |   |
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. |
| <b>Personal Data Items</b>        | <p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• medical condition</li> </ul>   |
| <b>Why is it being processed?</b> | <a href="https://schoolcomms.com/privacy-policy/">https://schoolcomms.com/privacy-policy/</a>   |
| <b>Who is data shared with?</b>   | <a href="https://schoolcomms.com/privacy-policy/">https://schoolcomms.com/privacy-policy/</a>   |

|                            |  |
|----------------------------|--|
| System used: School Grid   |  |
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | School meal provider   |
| <b>Personal Data Items</b> | <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Gender</li> <li>• Contact Information</li> <li>• Demographic information</li> </ul>        |
| <b>Why is it being processed?</b> | To provide school meals within schools  |
| <b>Who is data shared with?</b>   | <a href="https://app.schoolgrid.co.uk/termsofuse/Privacy-Policy.pdf">https://app.schoolgrid.co.uk/termsofuse/Privacy-Policy.pdf</a> |

| System used: School meals identification |   |
|--|---|
| <b>Owner</b>                             | Tweedmouth Prior Park First School  |
| <b>Description</b>                       | Identification of pupils for meals  |
| <b>Personal Data Items</b>               | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Dietary requirement</li> </ul> |
| <b>Why is it being processed?</b>        | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.                            |
| <b>Who is data shared with?</b>          | Not shared  |

| System used: School360            |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Learning platform for Northumberland schools with links to 3rd party educational resource providers.  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/Group</li> <li>• Year</li> <li>• UPN (Unique Pupil Number)</li> <li>• Gender</li> <li>• Attendance (If School360 used for registration)</li> <li>• Pupil concern reports</li> <li>• EYFS reflections</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Staff Alternative e-mail address</li> <li>• Teacher pupil notes</li> </ul> |
| <b>Why is it being processed?</b> | To facilitate setting up and access to the County learning platform - School360   |
| <b>Who is data shared with?</b>   | SIMs Wonde Frog Learning Just2easy Interactive Resources  |

| System used: Schoolcomms          |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Communication app for parents  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Attendance data</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• e-mail address</li> <li>• Mobile number</li> </ul>  |
| <b>Why is it being processed?</b> | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.  |
| <b>Who is data shared with?</b>   | 'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.' |

| System used: SchoolGrid           |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | SchoolGrid provides kitchen management software to schools and caterers across the public sector.  |
| <b>Personal Data Items</b>        | <p><b>Pupil/parent/guardian account</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Email</li> <li>• Telephone Number</li> </ul>   |
| <b>Why is it being processed?</b> | ? Allowing parents and guardians to control their child's school meal service ? Providing (often critical) nutrition and allergy information to parents and guardians ? Contacting parents and guardians, possibly in case of emergency ? Providing parents and guardians with cashless payment options ? Providing parents and guardians with a means to submit feedback regarding the school meals service |
| <b>Who is data shared with?</b>   | 1. In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority. 2. We  |

may sometimes contract with third parties to supply services to you on Our behalf, such as card payment processing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law. 3. We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We do this to ensure that our site performs well and to identify any software issues. 4. We may from time to time share such data as described above with third parties such as prospective investors, school caterers (where they are contracted to provide food services at your child's school, and partners. Data will only be shared and used within the bounds of the law.

| System used: SEND electronic records |   |
|--------------------------------------|---|
| <b>Owner</b>                         | Tweedmouth Prior Park First School  |
| <b>Description</b>                   | Records relating to Special Educational Needs and Disability for individual pupils  |
| <b>Personal Data Items</b>           | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• SEND History</li> </ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact details</li> </ul> |
| <b>Why is it being processed?</b>    | To ensure appropriate levels of support for the student in relation SEND  |

|                                 |  |
|---------------------------------|--|
|                                 | needs  |
| <b>Who is data shared with?</b> | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |

| System used: Send Paper Records   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Records relating to individual pupil's SEND history   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date Of Birth</li> <li>• Address</li> <li>• Medical Information</li> <li>• Health &amp; Social Care</li> <li>• Specific Educational Needs</li> <li>• Interventions In Place</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To support educational entitlement to meet statutory obligations  |
| <b>Who is data shared with?</b>   | Case workers, Parents, local Authority and Receiving Schools  |

| System used: Senso Cloud |   |
|--------------------------|---|
| <b>Owner</b>             | Tweedmouth Prior Park First School  |
| <b>Description</b>       | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal |
|                          |   |

|                                   |  |
|-----------------------------------|--|
| <b>Personal Data Items</b>        | <b>User</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Marital status</li> <li>• Title</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Email Address</li> <li>• Telephone number</li> </ul> |
| <b>Why is it being processed?</b> | For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation.                      |
| <b>Who is data shared with?</b>   | External third parties - details and lawful basis all set out on website privacy notice.   |

| System used: Sign-In App   |   |
|----------------------------|---|
| <b>Owner</b>               | Tweedmouth Prior Park First School  |
| <b>Description</b>         | Electronic sign-in software for the school / fire regulations / emergency evacuation  |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• Car registration</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car registration</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> <li>• Purpose of visit</li> </ul> <p><b>Visitor</b></p> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Car registration</li> <li>• Job title/company</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> <li>• Purpose of visit</li> </ul> |
| <b>Why is it being processed?</b> | Safeguarding, health and safety, fire regulations, emergency evacuation  |
| <b>Who is data shared with?</b>   | School staff, visitors   |

| System used: SIMS          |   |
|----------------------------|---|
| <b>Owner</b>               | Tweedmouth Prior Park First School  |
| <b>Description</b>         | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.  |
| <b>Personal Data Items</b> | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Title</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• UPN</li> <li>• Dietary Requirements</li> <li>• Medical information</li> <li>• Attendance/exclusion</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment information</li> <li>• Child Protection Plan</li> <li>• School history</li> <li>• Looked After Information</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Gender</li> <li>• Title</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• DOB</li> <li>• Parental responsibility</li> <li>• Language</li> <li>• Occupation</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Title</li> <li>• Gender</li> <li>• DOB</li> <li>• NI Number</li> <li>• Ethnicity</li> <li>• Bank Account Information</li> <li>• Qualifications</li> <li>• Disability &amp; Medical Information</li> <li>• Religion</li> <li>• Marital status</li> <li>• Language</li> <li>• Passport Information</li> <li>• Dietary requirements</li> <li>• Absences</li> <li>• Car information</li> <li>• Next of Kin</li> <li>• Payroll number</li> <li>• DBS Information</li> </ul> |
| <b>Why is it being processed?</b> | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.  |
| <b>Who is data shared with?</b>   | Parents  |

|  |  |
|--|--|
| System used: Social media sites e.g. Twitter, Facebook |  |
| <b>Owner</b>   | Tweedmouth Prior Park First School   |
| <b>Description</b>                                     | Social Media tool used to inform parents about events in school and celebrate children's achievement.  |
| <b>Personal Data Items</b>                             | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photos (unnamed)</li> <li>• Videos (unnamed)</li> <li>• School name</li> <li>• Classes</li> </ul> |
| <b>Why is it being processed?</b>                      | Unnamed photos of pupils and their work are used on the site   |
| <b>Who is data shared with?</b>                        | Information shared with parents  |

|                   |
|-------------------|
| System used: STEM |
|-------------------|

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access. |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Age</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>     |
| <b>Why is it being processed?</b> | <a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>  |
| <b>Who is data shared with?</b>   | <a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>  |

| System used: Thrive               |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Social and Emotional Screening Programme   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> |
| <b>Why is it being processed?</b> | Social & emotional development tracking  |
| <b>Who is data shared with?</b>   | School staff   |

| System used: Times Tables Rock Stars |  |
|--------------------------------------|--|
|                                      |  |

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|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Online times tables practice and testing.  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• School name</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year group</li> <li>• Maths group</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to online learning tool.   |
| <b>Who is data shared with?</b>   | Staff  |

|                                   |  |
|-----------------------------------|--|
| System used: Twinkl               |  |
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>  |
| <b>Who is data shared with?</b>   | <a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>  |

|                            |  |
|----------------------------|--|
| System used: Visitor book  |  |
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | Log of all visitors into school / fire regulations                             |
| <b>Personal Data Items</b> | <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Date and time</li> <li>• Car registration</li> <li>• Purpose of visit</li> <li>• Company</li> <li>• </li> </ul> |
| <b>Why is it being processed?</b> | Safeguarding, health and safety, fire regulations  |
| <b>Who is data shared with?</b>   | School staff, visitors   |

| System used: White Rose Maths and Science |   |
|---|---|
| <b>Owner</b>                              | Tweedmouth Prior Park First School  |
| <b>Description</b>                        | <p>Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.</p> |
| <b>Personal Data Items</b>                | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>• </li> </ul>  |
| <b>Why is it being processed?</b>         | <a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>   |
| <b>Who is data shared with?</b>           | <a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>   |

| System used: Wonde |  |
|--------------------|--|
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|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Manages transfer of data from Sims MIS to School360.   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/group</li> <li>• Year</li> <li>• UPN</li> <li>• Gender</li> <li>• Attendance</li> </ul> |
| <b>Why is it being processed?</b> | To facilitate the exchange of data to allow the set up of school360 for a school.  |
| <b>Who is data shared with?</b>   | School360 users  |

|   |  |
|---|--|
| <b>System used: Y4 Multiplication Check</b> |  |
| <b>Owner</b>                                | Tweedmouth Prior Park First School   |
| <b>Description</b>                          | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| <b>Personal Data Items</b>                  | <p><b>child</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Name</li> </ul>  |
| <b>Why is it being processed?</b>           | <a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>  |
| <b>Who is data shared with?</b>             | <a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>  |

|                            |  |
|----------------------------|--|
| <b>System used: Zoom</b>   |  |
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| <b>Personal Data Items</b> | <b>Teacher</b>   |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"><li>• Name</li></ul> <p><b>Parent</b></p> <ul style="list-style-type: none"><li>• Name</li></ul> |
| <b>Why is it being processed?</b> | <a href="https://zoom.us/trust">https://zoom.us/trust</a>  |
| <b>Who is data shared with?</b>   | <a href="https://zoom.us/trust">https://zoom.us/trust</a>  |